ADDENDUM ON DATA REPORTING
Upward Bound Program Annual Performance Report
for 2002-2003

This addendum highlights certain data fields in Section II of the Upward Bound Annual Performance Report (APR) that have posed some problems for our analysis. Please read carefully the information provided below and, if needed, make changes to your 2002-03 data file to address the problems identified.

SECTION II-A (Upward Bound and Upward Bound Math-Science)

General points

• Be sure to **include each participant—whether new, continuing, re-entry, or prior-year--only once** in the file you submit for the reporting period.

• **Accurate reporting of dates** in the format specified is critical, as it is the means by which several key statistics, such as length of time in the project, are calculated. Please be sure that your method of reporting dates is the same as that prescribed in the instructions found on the Web site. Please make a point of checking for typos in individual dates. Remember that, for unknown dates, 00000000 is the correct entry.

• It is particularly important that we have **accurate data that reflect the academic progress of students** in the UB and UBMS programs. It appears that, in the past, grantees have not always been sure how to enter certain data pertaining to academic progress.

For fields concerning progression from grade to grade (**fields 24 and 25, entry and end-of-period grade levels**), it appears that some projects may not have understood how to report end-of-year grade levels and thus have inadvertently over-reported numbers of students retained (i.e., held back) in grade. As a general principle to ensure that you are reporting correctly, you should think in terms of school (academic) years, even if your project budget/reporting period does not exactly coincide with the school year. Also, you should classify a student within a given grade if that student has met the requirements for progression to that grade. Example: Regardless of whether your reporting period ended May 31, August 31, or any time in between, for field 25 (grade level at the end of the reporting period), you should classify as an 11th grader any student who had successfully completed 10th grade at the end of the 2002-03 school year (or who had met requirements for 11th grade by doing extra work in the summer of 2003) and thus would be entering 11th grade for the fall 2003 term.

For **fields 29 and 30, cumulative GPA at start of reporting period and end of reporting period**, please provide accurate information for the reporting period. If you do not have current data for field 29 and/or 30, it is best to leave the field(s) blank ("Unknown") rather than to copy the previous period's information, giving the impression that GPA did not change.

Other specific fields

• **Field 4, Social Security Number (SSN)**: SSNs are very important as they allow the Department to match participant lists with the Federal financial aid files for purposes of tracking participant outcomes. Be sure to report only valid SSNs. If you do not have an SSN for a student, please leave this field blank rather than entering other forms of ID numbers.

•	**Field 13, Target Schools**: The National Center for Education Statistics (NCES) School IDs allow us to match Upward Bound target schools with important information on these secondary schools in the Common Core of Data. In the 2001 data collection, about 20% of these IDs were reported incorrectly. Please take the time this year to make sure you provide complete and accurate data. The updated URL for School IDs on the Web site of the NCES is:

http://nces.ed.gov/ccd/schoolsearch

At this Web page, enter the school's district or county, plus the state; click on search. Under the School Name column, click on your target school to find the 12-digit NCES School ID.

•	**Field 16, Date of Last Program Service**: To obtain an accurate measure of length of time in the program for each cohort of participants, we ask that you report the date of first and last service for *all* participants--even for those UB students who participated for less than 12 months, and even for those UBMS students who did not complete a summer program. One implication of this: if you omitted in last year's report a "Date of Last Program Service" for a given student who subsequently did not participate in 2002-03, please include that student in this year's report as a prior participant and record a date of last program service for him or her, even if the date occurred in the prior reporting period.

•	**Field 46, number of high school credits earned:** To ensure that comparable data are collected among all Upward Bound projects, high school credits earned should be reported using Carnegie units only. In the 2001 data collection a substantial portion of high school credits earned through the program were reported using scales other than Carnegie units. The NCES Digest of Education Statistics defines a Carnegie unit as follows: one credit for the completion of a one-year course. You may convert other scales to the Carnegie scale, and you may use decimal points for half-year credit (00.5).

•	**Fields 72-80, postsecondary enrollment items:** These fields should be left blank for participants who have not yet completed secondary school. 9 or 99 "Inapplicable" codes should be used only for participants who have completed secondary, but who are not enrolled in programs of postsecondary education.

Please note that we want to know about students' postsecondary status (for both recent high school graduates and prior participants) at the first opportunity.   If you gather data about a student's postsecondary status after the end of the reporting period, but before the due date for the report, please include those data in your report.

•	**Fields 74 and 75, postsecondary institutions:** Please take special care to provide accurate school codes for postsecondary institutions in fields 74 and 75. Since no school names are collected, the codes are the only way we can identify the institutions attended by Upward Bound participants. With each year's data collection, more Upward Bound participants will have entered programs of postsecondary education. An accurate reporting of the institutions attended is thus increasingly important to our data analysis of program outcomes. You may find the Federal School Code for each institution from the following Web site: www.ed.gov/offices/OSFAP/Students/apply/search.html.

SECTION II-B (Veterans Upward Bound)

General points

•   Be sure to **include each participant—whether new, continuing, re-entry, or prior-year--only once** in the file you submit for the reporting period.

•   Please be sure that your **method of reporting dates** is the same as that prescribed in the instructions found on the Web site.   Please make a point of checking for typos in individual dates. Remember that, for unknown dates, 00000000 is the correct entry.

Specific fields

•   **Field 4, Social Security Number (SSN)**: SSNs are very important as they allow the Department to match participant lists with the Federal financial aid files for purposes of tracking participant outcomes. Be sure to report only valid SSNs. If you do not have an SSN for a student, please leave this field blank rather than entering other forms of ID numbers.

•   **Fields 52-60, postsecondary enrollment items:** These fields should be left blank for participants who have not yet completed the educational program offered by the project. 9 or 99 "Inapplicable" codes should be used only for participants who have completed the educational requirements needed to enroll in postsecondary, but who have not enrolled or will not enroll in postsecondary.

Please note that we want to know about students' postsecondary status (both for participants who have recently completed the educational program offered by your project and for prior participants) at the first opportunity. If you gather data about students' postsecondary status after the end of the reporting period, but before the due date for the report, please include those data in your report.

•   **Fields 54 and 55, postsecondary institutions:** Please take special care to provide accurate school codes for postsecondary institutions in fields 54 and 55. Since no school names are collected, the codes are the only way we can identify the institutions attended by Upward Bound participants. With each year's data collection, more Upward Bound participants will have entered programs of postsecondary education. An accurate reporting of the institutions attended is thus increasingly important to our data analysis of program outcomes. You may find the Federal School Code for each institution from the following Web site: www.ed.gov/offices/OSFAP/Students/apply/search.html.